

CAMPAIGN FOR OPEN GOVERNMENT e-GOVERNMENT AWARD CRITERIA

CRITERIA FOR e-GOVERNMENT AWARD

- ☐ Agenda for a governing body (board of selectmen, town council, city council, board of aldermen, etc.) meeting held or scheduled within the two (2) weeks previous to or two (2) weeks after the review period. It must contain a list of items to be discussed, not just, date, time and location of a meeting.
- ☐ Minutes for a governing body meeting occurring any time during the two (2) months prior to the review period.
- ☐ Budget information for the current fiscal year (July 1, 2009 through June 30, 2010). It must be *at least* a detailed operating budget, which can be a separate document or contained in another record such as a finance committee report to the town meeting, a mayor's report to the city council, the town meeting warrant, the town meeting results, or the town's annual report.
- ☐ Complete general bylaws, code, or ordinances (with or without zoning bylaws).
- ☐ Town meeting warrant for any annual or special town meeting occurring in the previous 12 months or a warrant for the next scheduled town meeting. Warrant articles can be included in the town meeting results.
- ☐ Town meeting results for any town meeting occurring within the past 12 months. Results can be in any format as long as the decision or vote on each article is indicated. For example, acceptable formats include a copy of the warrant with notations under each article as to whether the article passed, with or without a vote tally; a spreadsheet with a row for each article, a short description of the article, and a vote tally; and actual minutes with a description of who spoke, who made motions, and what the vote was.

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municipality's website meets the basic criteria.)

- ☐ A year's history of past governing board minutes.
- ☐ A year's history of past governing board agendas.
- ☐ Zoning by-laws.
- ☐ A community calendar which includes meetings of local government committees and boards.
- ☐ Agendas for school committee (if none, the regional school committee) or a link to a separate website that contains the school committee meeting agendas for a meeting held or scheduled within the two (2) weeks previous to or two (2) weeks after the review period. It must contain list of items to be discussed, not just date, time and location of a meeting.
- ☐ Minutes for school committee (if none, the regional school committee) or a link to a separate website that contains the school committee meeting minutes for a meeting occurring anytime during the two (2) months prior to the review period.
- ☐ Agenda for at least one other town or city committee or board for a meeting held or scheduled within the two (2) weeks previous to or two (2) weeks after the review period. It must contain list of items to be discussed, not just date, time and location of a meeting.
- ☐ Minutes for at least one other town or city committee or board for the most recent meeting occurring anytime during the two (2) months prior to the review period.